

APPLICATION FOR A SPECIAL EVENT – 2010

CITY OF ROCHESTER, Bureau of Communications, City Hall, Room 202A, 30 Church Street, Rochester, New York 14614-1287
www.cityofrochester.gov
(585) 428-6690 (Fax) (585) 428-7991

Processing Fees must accompany this application for the review process to begin. ALL PROCESSING FEES ARE NON-REFUNDABLE.

NAME of Event: _____ DATE of Event: _____

PURPOSE of Event: _____

NAME of Sponsor Organization: _____

ADDRESS-CITY-STATE-ZIP (P O Box not acceptable): _____

PHONE: _____ FAX: _____ WEBSITE: _____

RESPONSIBLE PERSON: _____

ADDRESS-CITY-STATE-ZIP (P O Box not acceptable): _____

PHONE: _____ CELLPHONE: _____ FAX: _____

EMAIL ADDRESS: _____ WEBSITE ADDRESS: _____

FESTIVAL - Processing Fee \$100.00

Applications should be submitted no later than 4 months prior to an event.

*An event is defined as a festival if one or more of the following situations occur: (1) Outdoor entertainment is being offered; (2) An admission fee is charged; (3) Vendors sell food products/wares; (4) Carnival games/amusement rides are offered; (5) Attendance is double the estimated population in the area where the event is to be held; (6) Purpose of event is a fundraiser; (7) It interferes with parking, safe movement of pedestrians and/or vehicular traffic in the area; (8) Alcoholic beverages are sold; (9) a sports tournament is involved. **You must also notify 100% of the residents/landowners where street is to be closed, two months prior to event. Additional advance notification may be required for major events. Insurance Certificate is required. Police services costs will be determined upon an evaluation of the level of services needed. All other City services and equipment costs will be determined as needed. Site plan must accompany this application.***

LOCATION of Event: _____

Is this public property Y/N private property Y/N both Y/N (Circle all that apply).

TIME of Event: From: _____ AM/PM To: _____ AM/PM Set-up time: _____ AM/PM Take Down time: _____ AM/PM

ACTIVITIES Planned, e.g. entertainment, vending, etc: _____

ESTIMATE Attendance: _____

Will **alcoholic beverages** be served? _____ Sold? _____ *If on public property, a beer garden will be required, also an additional application is required along with Liquor Insurance.* Location of Beer Garden: _____

TENT? _____ Y/N If yes, where located? _____

Note: Tent permits require Fire Dept. 428-7037 and Zoning Dept. 428-7043 approvals

SECURITY Arrangements: _____

CLEAN-UP Arrangements: _____

(Streets are closed from intersection to intersection. Give names of streets at intersections also.)

STREET(S) to be closed: _____ from _____ to _____

As a condition of permit approval, at least 60% of the residents/landowners must agree to have the streets closed, and 100% of the residents/landowners on streets to be closed must be notified two months prior to event. Signed petitions and street closing permit must be attached. Street closings are from intersection to intersection.

WATER HYDRANT requests: A fee will be charged and a deposit is required. Call the Water Bureau at 428-6464 for more information and to make arrangements.

RESTROOM provisions: Name of Company: _____

Location of restrooms should be shown on site plan.

FOR OFFICE USE ONLY:

Date Received: _____

Fees paid: _____ Processing _____ Police _____ Other _____ Receipt No.: _____

_____ Applied to this application _____ Applied to Facility Use application Fee Amount: _____

Insurance Certificate received on _____

BLOCK PARTY - Processing Fee \$20.00

Applications should be submitted no later than one month prior to the event.

Block Parties are defined as events which are organized and held by residents of a street as a SOCIAL event. No attendance or participation fees are charged. However, food, goods, and services are often donated to support the event. If the block party attracts people from beyond the street, or if you are selling food, wares, etc., then the event is NOT considered to be a block party and you should complete the "Festival" portion of this application instead.

(Street closings are from intersection to intersection. Give names of streets at intersections also.)

STREETS to be closed: _____ TIME of event: _____

As a condition of permit approval, a signed petition and street closing permit MUST be attached to the application, with signatures of at least 60% of the residents/landowners on street being closed. You must also notify 100% of the residents/landowners where street is to be closed, one week prior to event. Additional advance notification may be required for major events.

ACTIVITIES planned: _____

ATTENDANCE Estimate: _____ SET-up time: _____ TAKE-down time: _____

CLEAN-UP Arrangements: _____

PARADE/MOTORCADE - Processing Fee \$50.00

Applications should be submitted no later than 2 months prior to the event.

Educational or Church procession or march must be submitted no later than one month prior to the event or earlier. You may also be directed to use sidewalks due to public safety conditions and police staff availability.

A parade is defined as a public procession or march on the street from one destination to another. As a condition of permit approval, ALL residents, churches and businesses in the affected permit area must be notified of time, date and route by the applicant. You must also notify 100% of the residents/landowners where street is to be closed, two weeks prior to event. Additional advance notification may be required for major events. In order to determine police services, applicant must submit a realistic number of participants in the parade.

TIME of parade: _____ AM/PM TIME of assembly: _____ AM/PM PLACE of assembly: _____

TIME of disbandment: _____ AM/PM PLACE of disbandment: _____

NUMBER of Vehicles: _____ Walkers: _____ Marching bands: _____ Animals: _____

ROUTE (detailed map must be attached outlining route from start to finish): _____

RUN, RACE, WALK - Processing Fee \$35.00

Applications should be submitted no later than 2 months prior to the event.

ALL WALKS TAKE PLACE ON SIDEWALKS unless number of participants exceed allowable amount or directed by Police. As a condition of permit approval, all residents, churches and businesses in the affected permit area must be notified of time, date and route by the applicant. You must also notify 100% of the residents/landowners where street is to be closed, two weeks prior to event. Additional advance notification may be required for major events. A copy of the notification must be sent to our office before permit is issued. ALSO A CERTIFICATE OF INSURANCE IS REQUIRED FOR RUNS, RACES, AND WALKS WITH LARGE NUMBER OF PARTICIPANTS. There may be a Police fee charged for the event. City provided equipment and costs will be determined upon an evaluation of the level of services required. In order to determine police services, applicant must submit a realistic number of participants.

TIME of race/walk: _____ AM/PM TIME of assembly: _____ AM/PM PLACE of assembly: _____

TIME of disbandment: _____ AM/PM PLACE of disbandment: _____ PRE-registration: Yes _____ No _____

Event on: _____ Street _____ Sidewalk _____ Both _____

ENTRANCE fee: ☐ Yes ☐ No _____ Amount _____ NUMBER of participants expected: _____ NUMBER of volunteer marshals: _____

ROUTE (detailed map and written directions must be attached outlining route from start to finish): _____

Plan for Notification: (use separate sheet if needed) _____

OTHER - Processing Fee \$35.00

Applications should be submitted no later than one month prior to the event.

Use this category for Openings, Dedications, Rallies, Demonstrations, Film Shoots, and any other event that does not fall under any of the previous categories on this application.

TYPE of Event: _____

TIME of Event: From: _____ AM/PM To: _____ AM/PM SET-UP time: _____ AM/PM TAKE-Down: _____ AM/PM

LOCATION of Event: _____ NUMBER of participants expected: _____

STREETS to be closed (if applicable, see below): _____

As a condition of permit approval, a signed petition and street closing permit MUST be attached to the application, with signatures of at least 60% of the residents/landowners on street being closed. You must notify 100% of the residents/landowners where street is to be closed, two weeks prior to event. A copy of the notification must be sent to our office also. Streets are closed from intersection to intersection. Give names of intersections.

SPECIAL EQUIPMENT REQUESTED

All City equipment will be dropped off or picked up Monday - Friday, 8:00 a.m. thru 12:00 noon. It is your responsibility to put the cardboard barrels out on your regular refuse pick-up day. Also, barricades should be returned to the same place where they were dropped off on delivery for pick-up. No guarantee of equipment availability. Please call 428-6690 if not received by 12:30pm.

You are responsible for all equipment lost or stolen. Replacement costs are listed on page 4 of this application.

ITEM	QUANTITY	NAME/Address for Drop Off & Pick-up
Cardboard Barrels (\$3.00 per unit)	_____	_____
Metal Barricades (length 8 feet, \$7.00 per unit)	_____	_____
Snow Fencing (\$2.50 per 50 ft roll.--If city crew is to erect & remove, labor costs are determined on a case by case basis)	_____	_____
30 Yard Roll-off (\$152.50 rental fee, \$48.90/ton disposal fee)	_____	_____
Show Wagon within City Limits (\$450 for 6 hours + \$50 each additional hour)	_____	_____
Asphalt Ramp (3'x10'; installed and removed; \$260.00 per unit)	_____	_____

POLICE SUPPORT SERVICES

All applications are reviewed by the Rochester Police Department for vehicular and pedestrian traffic control: (1) the proposed location is adequate for the size and the nature of the event; (2) the event does not unreasonably interfere with the activities of people living or working the area; (3) the event is not likely to cause injury to persons or property; (4) the event does not create a disturbance, cause disorderly conduct, or encourage or result in violation of the law; and (5) the availability of city equipment and services. Police presence is not guaranteed unless permittee contracts with the Rochester Police department for their services.

	Check Services	Add all necessary details
Traffic control	_____	_____
Police escort	_____	_____
Special attention	_____	_____

RULES AND REGULATIONS

The Permittee:

1. Must have a responsible person available on site for entire event.
2. Must perform all required maintenance and clean-up of entire site during and after event.
3. Is responsible for payment for costs related to event and any damages to area or equipment. Replacement costs for equipment: metal barricades @ \$110 each, snow fencing @ \$25 per 50 foot roll.
4. Must possess permit during event.
5. Is responsible for all the activities permitted hereunder which must be operated in conformity with all applicable laws and regulations including, but not limited to, all safety and health laws as may apply. Participants are to obey all traffic control devices and/or police commands.
6. Is responsible for security to protect the internal operations of said activities.
7. Must not advertise the event until they receive an approval from the City of Rochester/Bureau of Communications.
8. Is aware of the Americans With Disabilities Act (ADA) Regulations.

The Special Event Permit is not transferrable.

The City :

1. Reserves the right to determine to whom permits are issued.
2. Can cancel the permit if the permittee is in violation of the terms and conditions of permit.
3. Is NOT responsible for any sums of money expended by permittee in anticipation of the planned activity.

Other Regulations:

Installation of Tents: A tent permit is required for any purpose on private or City owned property, including the right of way. For details regarding the installation of the tents, call the Fire Safety office at 428-7037, and 428-7043 for Zoning information. Tent permits are not required for tents 400 square feet or less (20ft. x 20ft.)

Permittee hereby agrees to indemnify and hold harmless the City of Rochester, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder. The permittee shall, if requested, furnish Corporate surety or proof of insurance for such indemnity and in such amount as may be deemed requisite.

State of New York
County of Monroe ss:
City of Rochester

_____, being duly sworn, deposes and says that he/she is the true named applicant, or
(print name)
representative of said applicant, that the statements in said application are true, and that I have read and understand the rules and regulations.

Signature of Applicant: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Commissioner of Deeds/ Notary Public Expires: _____